

**BY ORDER OF THE COMMANDER
341ST SPACE WING**



AIR FORCE INSTRUCTION 31-501

**MALMSTROM AIR FORCE BASE
Supplement 1**

7 JULY 1999

Security

**PERSONNEL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is 341 SFS/SFAI (TSgt George P. Jones). This supplement implements and extends the guidance of **AFI 31-501, Personnel Security Program Management**. This supplement describes Malmstrom Air Force Base's (MAFB) procedures for use in conjunction with the basic AFI. This supplement applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, Malmstrom AFB.

SUMMARY OF REVISIONS

The revision of this supplement is to meet the format standards required by Air Force. No content material has changed, only designation changes have been made. Some required format changes have been made to allow for the conversion process.

2.2. The Unit Security Manager will be responsible for all members assigned to their unit requiring a periodic reinvestigation (PR). All PR requests will be submitted to the 341 SFS/SFAI for processing. Failure to complete appropriate investigative paperwork will result in placement in a non-sensitive duty position with no access to classified information and may result in the establishment of a Security Information File (SIF).

5.1. Personnel assigned to the following positions within the 341st Security Forces Squadron are authorized to request Personnel Security Investigations (PSI) for personnel assigned to Malmstrom AFB with the exception of National Agency Checks with Written Inquiries (NACI) for civilian personnel, which are submitted by the 341st Mission Support Squadron Civilian Personnel Office (341 MSS/DPCS):

Chief, Security Forces

Chief, Administration and Reports Flight

NCOIC, Administration and Reports Flight

NCOIC, Information Security Section

Information Security Technician

Personnel Security Technician

5.1.1. Specific procedures for processing PSI requests are outlined in attachment 6 of this supplement. Failure to follow the prescribed procedures may result in delay of processing the request and/or denial of access to classified information.

5.2. Security managers or alternates will initiate the local files check (LFC). Specific processing procedures for the AF Form 2583, **Request for Personnel Security Action**, are outlined in attachment 6 of this supplement.

5.2.1. All security clearance investigation paperwork must be received by the authorized requester within 30 days of the date annotated in Block 12 of the AF Form 2583.

7.2.1. If the Automated Security Clearance Approval System (ASCAS) roster reflects incomplete data, contact the 341 SFS/SFAI.

7.2.2. Security managers are responsible for maintaining their unit ASCAS rosters.

7.3.1. Interim Secret security clearances must be coordinated by the 341 SFS/SFAI.

8.1.2.1. (Added) Unit commanders, normally through their Personnel Reliability Program (PRP) monitors, will provide the 341 SFS/SFAI a copy of the AF Form 286A, **Notification of Personnel Reliability Program Decertification Action (FOUO)**, and its supporting documentation whenever an individual is permanently decertified from PRP.

8.3. If a unit commander, based on all available information, decides not to suspend an individual's access to classified information, this must clearly be indicated to the 341 SFS/SFAI on the Security Information File (SIF) establishment letter. A sample establishment letter is at attachment 7 of this supplement.

8.4.2. The commander's recommendation to grant, deny, or revoke an individual's security clearance eligibility must be provided to the 341 SFS/SFAI once the commander/supervisor has administered any disciplinary action against an individual relating to the circumstances surrounding the establishment of the SIF. Also, provide this recommendation immediately upon discharge of the subject of an SIF.

8.4.2.1. SIF's will only be allowed to remain open for more than 1 year under special circumstances and with the approval of the Chief, Security Forces.

8.4.4. The Chief, Security Forces will act on behalf of the installation commander to request immediate favorable closure of an SIF.

8.4.4.1. Exercise this policy only after the unfavorable information that caused the establishment of the file is resolved (e.g., favorable completion of alcohol rehabilitation program), and Air Force (not unit) mission degradation will occur if access is not immediately reinstated. When using this priority policy, include in the message:

Reason for establishment of the SIF.

How the unfavorable information was resolved.

Why the immediate closure is necessary in lieu of the normal processing procedures.

8.6.1. (Added) The unit commander must notify the 341 SFS/SFAI and any agency conducting an investigation, in writing, within five duty days of an individual's permanent change of station (PCS) or permanent change of assignment (PCA). The unit commander must also notify these same agencies of any pending separation orders. The 341 SFS/SFAI will transfer responsibility for the SIF to the gaining unit commander and notify the 497th Intelligence Group (497 IG/INS), Bolling AFB DC.

8.6.2. (Added) The unit commander, first sergeant, and security manager are granted access to PSIs and SIFs for personnel assigned to their unit because of the nature of their duties.

8.7.1. (Added) The unit must provide SIF updates to the 341 SFS/SFAI no later than 170 calendar days after the SIF is established, to include an annual update required 355 days from establishment. The following information must be addressed in each SIF update:

- Actions taken to resolve the issues which resulted in the SIF being established (e.g., on-going security police or AFOSI investigation, follow-on support from a financial counselor, Military Equal Opportunity reports, Life Skills Enhancement Center reports).

- Any pending or completed administrative or disciplinary action.

- Any pending or completed personnel actions (e.g., withdrawal of AFSC, retraining, PCS, PCA, separation).

- Further occurrences of the same behavior which resulted in the SIF being established. Also include any other alleged or actual behavior which, although not directly connected with the original issues, may adversely reflect on the individual's reliability, trustworthiness, or loyalty.

- Estimated date the issues are expected to be resolved.

8.7.2. (Added) The unit must notify the 341 SFS/SFAI when the subject of an SIF is authorized appellate leave as the result of a court martial, transferred to a confinement facility, or when an appellate review is initiated. The 341 SFS/SFAI will then forward the SIF to the 497 IG/INS.

8.8. The unit must provide the required contents of an SIF to the 341 SFS/SFAI. In the event a required item is not available, the commander will forward a letter of explanation for inclusion in the file. The unit is responsible for contacting the various agencies, obtaining the required items, and providing them to the 341 SFS/SFAI. Unless otherwise appropriate, the original copy of all required documents will be placed in the SIF.

8.8.1. The AF Form 2583 used to grant and withdraw special access will be included in the file. AF Form 2587, **Security Termination Statement**, will be accomplished immediately after access to classified information is suspended or terminated, and a copy will be included in the SIF.

8.15. (Added) The commander must notify the 341 SFS/SFAI, in writing, when an individual is discharged, separated, or dismissed using any action which results or would normally result in any discharge other than an honorable one, and a Security Information File (SIF) was not established prior to discharge.

8.15.1. The commander must provide a copy of the individual's discharge package to the 341 SFS/SFAI, who in turn will generate an adverse information report and forward the report and discharge summary to the 497 IG/INS.

Attachment 6 (ADDED)**PERSONNEL SECURITY INVESTIGATION (PSI) PROCESSING PROCEDURES**

A6.1. Unit commanders, normally through their security managers, will initiate PSI paperwork on individuals assigned to them. PSI requests, because of their prohibitive cost, must be limited to those absolutely required to accomplish the mission. Proper planning is necessary to ensure requests are submitted in a timely manner so the investigation is completed before it is needed for clearance eligibility, access to classified, or unescorted entry authority for restricted areas.

A6.2. All required information will be submitted to the 341 SFS/SFAI using the Electronic Personnel Security Questionnaire (EPSQ). The 341 SFS/SFAI will provide each unit a copy of the EPSQ program.

A6.2.1. Once it is determined that a PSI is required, the security manager will initiate the AF Form 2583, **Request for Personnel Security Action**, and contact the individual who will begin to complete the EPSQ.

A6.2.1.1. Once the individual completes the EPSQ using the directions provided in the program, the security manager verifies that there are no errors by validating the program and conducts the Local Files Check portion of the AF Form 2583.

A6.2.1.2. Once the Local Files Check is complete, the individual hand-carries the AF Form 2583 and his or her medical records to the Life Skills Enhancement Center who will complete the Medical Records Check.

A6.2.1.3. When these files checks are complete, the individual takes the following items to the 341 SFS/SFAI for processing:

- The completed AF Form 2583

- A printed copy of the entire EPSQ

- The computer disk containing the EPSQ

- A printout from the program stating there were no errors during validation

A6.2.1.3.1. If the request is for a Top Secret investigation or reinvestigation, the 341 SFS/SFAI will complete the required information on the DD Form 1879, print a copy, and ask the individual to have his or her supervisor sign the form. Once the DD Form 1897 is signed, the individual returns to the 341 SFS/SFAI with the entire PSI package.

A6.2.1.4. After the paperwork has been accepted by the 341 SFS/SFAI, it will be submitted and all further actions (e.g. tracer actions and telephone inquiries) will be completed by the 341 SFS/SFAI; however, security managers must monitor their unit ASCAS rosters to determine when the investigation has been completed and the new clearance granted.

A6.2.1.4.1. The 341 SFS/SFAI will return the original AF Form 2583 to the unit, who must keep it on file until new clearance information is reflected in the ASCAS roster.

A6.3. The 341 SFS/SFAI will not accept an incomplete package. All required paperwork must be turned in at the same time.

Attachment 7 (ADDED)**SAMPLE SECURITY INFORMATION FILE ESTABLISHMENT LETTER**

DEPARTMENT OF THE AIR FORCE

AIR FORCE UNIT HEADING

MEMORANDUM FOR 341 SFS/SFAI

FROM: (UNIT AND ADDRESS)

SUBJECT: Request Establishment of Security Information File (SIF), Re: (Last Name, First, Middle, Rank, SSN)

1. Request an SIF be established on (Individual).
2. I have become aware of the subject's involvement in (Be Specific). After review of DoD 5200.2-R, paragraph 2-200, Appendix I, and AFI 31-501, Chapter 8, it is determined that further evaluation is needed to determine the subject's eligibility to retain access to classified information/ unescorted entry to restricted areas.
3. Subject has been placed in a non-sensitive position and all access to classified information/ unescorted entry to restricted areas (has/has not) been withdrawn in accordance with AFI 31-501, paragraph 8.3.

(INCLUDE ANY OF THE FOLLOWING AS PERTINENT)

4. There is a Report of Investigation (ROI). Name of agency conducting the investigation _____ . Date of ROI: _____ .
5. Mental Health will be conducting an evaluation of the subject. Date of referral: _____ .
6. Subject has been referred to Social Actions. Date of referral: _____ .
7. Subject was given disciplinary action for this incident. Type of disciplinary action: _____ .
(e.g., Article 15)

8. A courts-martial is projected for this individual: (Date).
9. Subject was placed in appellate leave status: (Date).
10. Individual (is/is not) projected for discharge. (If affirmative, include projected discharge date.)
11. I will provide your office with status updates in accordance with AFI 31-501, paragraph 8.7.

SIGNATURE BLOCK OF
Commander Requesting SIF

1st Ind, (Individual's name)

MEMORANDUM FOR 341 SFS/SFAI

On _____, at _____ hours, I acknowledge the establishment of a security information file. I am aware that I have been placed in a non-sensitive duty position and all access to classified information/ unescorted entry to restricted areas (has/has not) been withdrawn.

Signature block of individual

Attachments:

1. Adverse Information (Letters of Reprimand, Article 15, Unfavorable Information File Actions, Reports of Investigation, etc.)
2. AF Form 2583 (Only if Special access is being withdrawn)
3. AF Form 2586 (Only if Unescorted Entry is being withdrawn)

4. AF Form 2587
5. AF Form 286a (Only if Decertified from PRP)
6. Social Actions Report (as applicable)
7. Life Skills Enhancement Center Report (as applicable)

J. GREGORY PAVLOVICH, Colonel, USAF
Commander